

Policy Title: : Draft Paid Time Off Policy

Date Created: 2.5.09

Review Date:

Policy Number: HR-3

Body of Origin: Faculty/HR Committee

Review Authority: Faculty/HR Committee

Purpose: To outline the situations in which employees will be paid for time off from their work.

Policy Details:

For purposes of time-off policies, full-time shall be defined as anyone who works 32(or more) hours per week during the school year week. Part-time shall be defined as employees who works 15-31 hours per week.

Full-time employees will be given 10 days per school year of paid time off. Part-time employees will be given 5 days per school year of paid time off.

Short and long-term substitutes and individuals who are paid per class are not eligible for time off benefits.

Paid time off (PTO) encompasses sick, vacation and personal days.

In the event of a snow day, non-salaried individuals will receive pay for their regularly scheduled hours for the first three snow days. The fourth and subsequent snowdays will be rescheduled, thereby the individual will not lose income.

Any days above the allotted PTO that an employee is absent from his or her duties shall be considered to be unpaid days.